

**BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH  
VIDYA BHAVAN, NAMPALLY, HYDERABAD-500 001.**



Grams: INTERED

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From:  
Rama Sankar Naik, I.A.S.,  
Secretary,  
Board of Intermediate Education, A.P.,  
Hyderabad.

To  
All the Principals of Jr. Colleges &  
Composite Colleges having Intermediate  
Courses in Telangana State.

**Rc. No. 302/B-B2/IPE/March 2015, Dated: 18-07-2014.**

Sir/Madam,

Sub: - IPE March 2015 – **UPDATION** of Corrections / Deletions of Teaching Staff Bio-data of General and Vocational courses in Online - **UPLOADING** of Additions / Transfers details of Teaching Staff of General & Vocational through Online – Certain instructions issued – Reg.

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You are quite aware that the Bio-data of the teaching personnel of General and Vocational courses has to be obtained through Online for issue of Photo Identity Cards / Appointment Orders to the personnel to be appointed in Spot Valuation Camps during I.P.E. March, 2015 & I.P.A.S.E. May / June, 2015.

- 1) You are informed that the Teaching Staff Bio-data of General and Vocational courses for IPE March 2015 will be available in the website <http://bietelangana.cgg.gov.in> from **01-08-2014 to 31-08-2014.**
- 2) You are requested to go through the entire data of all the teaching personnel existing in your college and update the Corrections / Deletions wherever necessary.
- 3) You are also requested to upload Additions / Transfers of teaching staff personnel of General and Vocational courses.
- 4) It is your prime duty and holds responsibility to update Corrections / Deletions in the teaching staff bio-data in Online and also to upload Additions / Transfers through Online. No extension of period shall be given for completion of above works. This Office will not going to hear your any pretended problems i.e., server-down or power-cut or any other Technical problems.
- 5) You are informed that all the necessary Corrections / Deletions in the teaching staff bio-data must be updated in online and also Additions / Transfers must be uploaded through online without fail on or before **31-08-2014.**
- 6) You are strictly informed that no representation shall be entertained by this Office after **31-08-2014** regarding updation of Correction / Deletion / Addition / Transfer.
- 7) **ADDITIONS / TRANSFERS OF TEACHING STAFF WILL BE AVAILABLE IN THE WEBSITE <http://bietelangana.cgg.gov.in> FOR UPLOADING THROUGH ONLINE FROM 01-08-2014 TO 31-08-2014 ONLY.**
- 8) **ADDITIONS:**  
(Services → Teaching Staff → General / Vocational → Additions / Transfers)

The Bio-data(s) should be furnished in respect of the staff appointed recently and the staff whose bio-data is not submitted through online during the year **2013-14**. The Principal should enter the bio-data particulars and send necessary qualifications / service certificate copies to the RIO concerned for confirmation of the Bio-data, and also to ensure that, to upload the latest passport size photograph and signature of the concerned teaching staff. **(The Photograph dimensions - 3.5 cm height x 2.8 cm width with 50 KB and the signature dimensions - height 1.5 cm x width 2.8 cm with 20 KB.)**

9) **No Photos / Signatures:**

Upload the good quality digital photo / signature of the teaching staff in case of whose photograph / signature is not available in the previous Bio-data (i.e., in IPE March 2014) which is visible and facilitated for uploading of photograph / signature.

10) **TRANSFERS:**

In respect of the Principal / Junior Lecturer / Librarian / Physical Director who have joined in your College on transfer from another College, you are requested to **enter the Examiner No.** and all other details for confirmation of the Regional Inspection Officer concerned.

11) **New Colleges started in the Academic year 2014-15 :**

The Principals of the newly started Junior Colleges during the academic year 2014-15 are requested to upload the teaching staff bio-data and same should be confirmed by the RIO concerned and also send all the attested xerox copies of the qualifying certificates like SSC, Intermediate, Degree, P.G., Service Certificate etc., for confirmation of the same. Otherwise, the above individuals bio-data will not appear in the Bio-data report.

12) **FOR UPLOADING OF INCOMPLETE BIO-DATA OF ADDITIONS / TRANSFERS, AND ALSO FOR NOT UPLOADING OF PHOTOS / SIGNATURES OF TEACHING STAFF, THE PRINCIPAL OF THE JUNIOR COLLEGE CONCERNED WILL BE SOLELY HELD RESPONSIBLE AND THEY WILL NOT BE CONSIDERED FOR APPOINTMENT TO THE SPOT VALUATION WORK AFTERWARDS.**13) All the Principals of the Junior Colleges in the State are strictly instructed **NOT TO UPLOAD** the Bio-data of the following:

- i) Junior Lecturer who are not actually handling Intermediate Classes.
- ii) Junior Lecturer with P.G. in the subject concerned with below 50% of marks.
- iii) Junior Lecturer with B.Tech. or any Degree in respect of General Courses, other than P.G. in the subject concerned are not eligible to upload the data.
- iv) If such data is already found in the Bio-Data Reports, the Principals are requested to delete those entries.

## 14) In the past, it was noticed that the Managements and the Principals of certain Private Junior Colleges have failed to furnish full Bio-data particulars of all the teaching staff working in their Colleges to avoid Spot Valuation duties for their staff during the summer period. It is mandatory upon the Managements that they should give complete information of all the faculty appointed by them and the faculty list supplied by them should tally with the work load of sections (including additional sections) in various groups and languages sanctioned to them failing which action will be taken as per B.I.E. rules including disaffiliation of the college.

15) **IF THERE IS ANY DEVIATION OR SUBMISSION OF WRONG INFORMATION IN THIS REGARD, THE MANAGEMENT / PRINCIPAL OF THE COLLEGE CONCERNED WILL BE SOLELY HELD RESPONSIBLE FOR THE CONSEQUENCES ARISING THEREON AND NECESSARY SUITABLE ACTION WILL BE INITIATED AS PER B.I.E. RULES INCLUDING DISAFFILIATION OF THE COLLEGE. AND THOSE COLLEGES WHICH DO NOT FURNISH DATA WILL BE PENALISED BY NOT ALLOTTING THE EXAMINATION CENTRE FOR THEORY AND PRACTICALS.**

Please follow the above instructions scrupulously while updating Corrections / Deletions and uploading of Additions / Transfers in online, and any mistakes noticed at a later stage will be viewed seriously.

Sd/- Rama Sankar Naik, I.A.S.,  
**SECRETARY.**

**Copy to:**

The Regional Inspection Officer concerned -  
Requested for necessary pursuance in the matter please.